ONERESPONDER

User Reference Guide:

Organization Training Management

oneresponder.net

September 2019

Contents

Glossary 2

Organization Training Management 2

- Add a Course to Your Organization’s Training Catalog 3
- Edit a Course in Your Organization’s Training Catalog 4
- View All Courses Available to be Awarded to Personnel 7
- Manage Training Records for an Individual 8
  - Award a Training Record 8
  - Decertify an Individual’s Training Course 11
  - Recertify an Individual’s Training Course 13
  - Remove Record of an Individual’s Training Course 14
- Bulk Import Training for Multiple Personnel 15
- Manage Position Training Requirements 20
  - Add a Training Requirement to a Position 20
  - Remove a Training Requirement from a Position 22
- Manage Training Completion on an Open PTB 23
  - Award a Training Requirement on an Open PTB 23
  - Waive a Training Requirement on an Open PTB 27
- Running a Training Needs Report 28

Glossary

Acronyms

- PTB = Position Task Book
- FEMA SID = FEMA Student Identification Number
- EMI = Emergency Management Institute

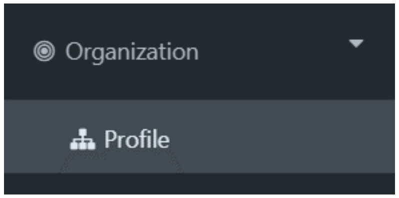
Organization Training Management

Introduction

This user guide will demonstrate the various functionalities implemented within OneResponder concerning training management. Administrators have the ability to create training courses in their organizations, add training requirements on to positions, and update and maintain training records for personnel within their organization.

Add a Course to Your Organization's Training Catalog

1. Log in to **Organization Manager**
2. In the dark grey menu on the left-hand side of the page, locate and select the "Organization" option to display specific navigation options. Select the "Profile" option to be navigated to your organization's profile page.



3. Locate the "Training Courses" menu bar and select ^ to expand it and view all training courses that comprise your organization's training catalog.
4. To add a new training course, locate and select ⚙ Manage on the far-right side of the page to navigate to a page titled "Manage Training Courses."
5. In the top right of the page, locate and select + Create. This will open a modal with several fields of text input allowing you to create a new training course.
    a. The "Is Active" checkbox is enabled by default. If you would like to create a course that is not currently active, deselect the checkbox.
    b. The "Training Course Name" input line allows you to type in the name of the training course.
    c. The "Training Course Code" input line allows you to type in the training course code.
        i. All training course codes must be unique in your organization; no two training courses can have the same code.
    d. "Training Course Description" is an optional field allowing you to add a description of the course.
    e. "Years Until Expiration" is an optional field allowing you to establish an expiration period for

    the training course. If you do not add anything to this field, the course will display as having no expiration date.

6. Enter all appropriate information.
7. Select ✔ Create at the bottom right of the modal. This will add the course into your organization's Training Course catalog.

Edit a Course in Your Organization's Training Catalog

Once you have created a new training course for your organization's training catalog, as demonstrated in Part 1, you can view the corresponding Training Course Details page. On this page, you can view the information about the course and can edit it as necessary.

1. While viewing the expanded Training Courses grid on your Organization Profile page, select 🔍 to the left of the appropriate training course to be navigated to that Training Course Details page, which allows you to view and edit multiple components of this training course.
    a. Selecting ✎ Edit on the right side of the General Information panel will navigate you to a page allowing you to alter the name or code of the selected course, as well as adding or updating the

course description, and editing the “Years Until Expiration” period if necessary.

   i. In the top right corner of the page, there is a ✖ Delete button which, when selected, will allow you to delete the training course, as long as it has not been completed by any individuals in OneResponder.

b. Selecting ⚙ Manage on the far-right of the “Synonyms” grid allows you to manage any additional codes that are associated with the training course.

   i. You can add a new synonym to the course.

      1. All synonyms must be unique within your organization.

      2. OneResponder will recognize the training course code as well as any synonyms as associated with the corresponding training course when awarding credit for PTBs or in a bulk upload.

   ii. You can remove a synonym.

      1. If you remove a synonym, you do not remove the training course itself, nor do you remove the credit for that training course that has been awarded to an individual’s training record or on any open PTBs.

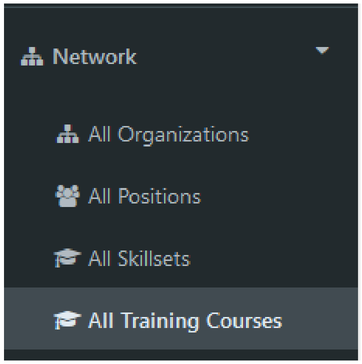
c. You can review any equivalent courses by selecting ⚙ Manage on the far-right of the grid titled “Equivalent Courses to [COURSE CODE].”

   i. Once an equivalency request is approved, any individual awarded the training course

    will also be awarded its approved equivalences.
  ii. Establishing that your course is equivalent to another does not immediately create a two-way equivalency. Instead, the owning organization of that training course must also request an equivalency. This helps to establish courses that offer comparable training and can eliminate the need for individuals to take duplicative courses.
d. You are able to attach supporting documentation to the training course by selecting Attach Document on the “Documents” menu bar.
e. You can also view any curriculum deliveries that have been scheduled, or have previously taken place, by selecting ^ on the “Curriculum Schedule” menu bar.
  i. You can also schedule a new curriculum delivery by selecting ⚙ Manage on the far-right of the grid. More information about curriculum schedules will be available in our upcoming User Guide: Curriculum Delivery Management.

View All Courses Available to be Awarded to Personnel

1. Log in to **Organization Manager**.
2. In the dark grey menu on the left-hand side of the page, locate and select the “Network” option to display specific navigation options. Select the “All Training Courses” to be navigated to your network’s training catalog.



This page contains a list of all training courses from national training organizations, such as FEMA, EMI, NWCG, TEEX, and USFA, etc., as well as any training courses created by your organization, your parent organization(s), as well as any subordinate organizations or partner organizations you may have.

3. To narrow the results, select ^ to expand the Filter options.
    a. If you’d like to view all courses belonging to a national training organization, select that organization from the “Organization” dropdown.
    b. If you’d like to narrow the displayed training courses to your direct network, utilize the checkboxes to display the selected courses.
4. You can view more information about any training course in your network by selecting 🔍 to the left of a training course. This will navigate you to the corresponding Training Course Details page, upon which you can view additional information about the course, including synonyms, equivalencies, supporting documents, and any

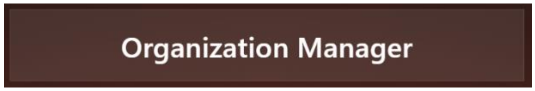
scheduled curriculum deliveries for that particular course.

More information about Curriculum Schedules will be available in our upcoming User Guide: Curriculum Delivery Management

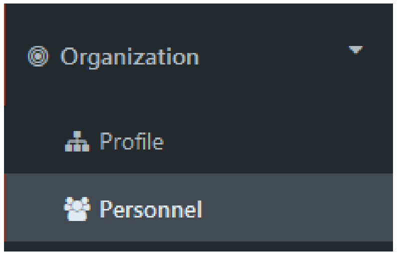
Manage Training Records for an Individual

Award a Training Record

1. Log in to Organization Manager.



2. In the dark grey menu on the left-hand side of the page, locate and select the “Organization” option to display specific navigation options. Select the “Personnel” option to be navigated to a list of all personnel in your organization.



   a. This list defaults to direct personnel who are status: Active in your organization.
   b. If you’d like to expand the list of personnel, select ^ on the Filters menu bar to view available filters.

        i. You can include personnel who are auxiliary members to your organization, as well as personnel within your subordinate organizations by selecting the appropriate checkboxes.
        ii. If you'd like to view personnel who are status: Onboarding or status: Inactive, you can select those from the Status dropdown.
        iii. If you'd like to view personnel within a particular subordinate organization of yours, you can select that organization using the Primary Organization dropdown.
    c. You can also utilize the quick-search option to search for a specific individual.

3. Locate the appropriate individual and select 🔍 to the left of their name. This will navigate you to their Personnel Details page.
4. Scroll down to locate the "Training" menu bar.
    a. To view training courses that an individual has previously been awarded, select the ^ on the Training menu bar.
5. Select ⚙ Manage on the far-right of the Trainings menu bar to navigate to a page titled "Manage Training."
6. To award a new training course to the individual's Personnel Details, select + Add Training in the top right of the page.
7. This will open a modal with several fields of input.
    a. "Effective Date" allows you to enter the date upon which the awarded training became effective.
        i. If not altered, the Effective Date will default to the current date.

    b. The “Comment” field allows you to add an optional comment to contextualize the training credit award.
    c. “Attach Document” allows you to attach a document to contextualize the training credit award.
        i. Please Note: Any document you attach to an individual’s training credit award will be available to that individual in their Responder Portal.
    d. Locate the appropriate training course from the list and click Select.
    e. Once all appropriate information has been entered, locate and select ✔ Add Selected at the bottom right of the modal.
        i. Using this modal, you’re only able to award one training credit at a time. If you need to add multiple training credits to the individual’s training history, repeat steps 8a – 8e as many times as necessary.
        ii. You can also upload multiple courses at once using our Bulk Import Training feature, which is described in more detail [here](#).
8. Once you have added all appropriate training courses, select 🖫 Save in the top right corner of the page.
    a. Once saved, the individual’s training record will be updated, both within the Organization Manager and on that individual’s Responder Portal.
        i. Additionally, if any open PTBs issued to the individual required the training(s) that have been added to their record, those requirements will update as having been

completed (with the Effective Date displaying as the day upon which the requirement was met), and the PTB completion percentages will also be updated accordingly.

Decertify an Individual's Training Course

If an individual has completed a training course, but an administrator feels as though their proficiency does not accurately reflect the components of the course, they are able to decertify the course on the individual's record. This will invalidate the credit for the course without removing its record from the individual's training history. This action can be performed on the Manage Training Courses page, accessible from their Personnel Details page.

1. On the appropriate individual's Personnel Details page, scroll down to locate the "Training" menu bar. Select ⚙ Manage on the far-right of the Trainings menu bar to navigate to the "Manage Training" page.
2. Locate and select ✎ Edit to the left of the appropriate training course. This will open a modal allowing you to edit the training credit information.

3. Locate and select − Decertify in the top right of the modal.
4. Select ✓ Update to update the training record and close the modal.
    a. Once the modal has been closed, the Effective Date for the altered course will be displayed as red text with a strikethrough -- ~~6/24/2019~~ .
    b. If you need to decertify multiple courses, repeat steps 6 – 8 as many times as necessary.
5. To confirm your decertification(s), locate and select 🖫 Save in the top right of the page.
6. You will be prompted with a warning modal to confirm your choice.
    a. If you select 🖫 Save and Decertify , this will confirm your decertification and update the individual's training record.
        i. If you decertify a training course that is listed as a requirement on a PTB issued to that individual, it will no longer be considered complete, and that individual must have the course recertified before it will again be credited toward that PTB completion.
    b. If you select ✖ No , no action will be taken.

Recertify an Individual's Training Course

If an individual has previously had one of their training courses decertified, but administrators of their organization feel as though they have sufficiently demonstrated the necessary skills to support the recertification of that training course, they can then recertify the training course on the individual's record. This action can be performed on the Manage Training Courses page, accessible from their Personnel Details page.

1. On the appropriate individual's Personnel Details page, scroll down to locate the "Training" menu bar. Select ⚙ Manage on the far-right of the Trainings menu bar to navigate to the "Manage Training" page.
    a. Any course that has previously been decertified will be displayed with red text and a strikethrough on the Effective Date -- ~~6/24/2019~~ .
2. Locate and select ✎ Edit to the left of the appropriate training course. This will open a modal allowing you to edit the training credit information.
3. Locate and select ✚ Recertify in the top right corner of the modal.
4. Select ✔ Update to update the training record and close the modal.
    a. Once a training course has been recertified, its Effective Date will no longer be displayed with the red strikethrough.
    b. If you need to recertify multiple courses, repeat steps 6-8 as many times as necessary.
5. To confirm your recertification(s), select 🖫 Save in the top right of the page.

   a. If you recertify a training course that was included as a requirement for an open PTB, the recertification will update that requirement as complete.
   b. When you recertify a training course, the Effective Date will remain the date specified when the training course was first awarded to the individual.

Remove Record of an Individual's Training Course

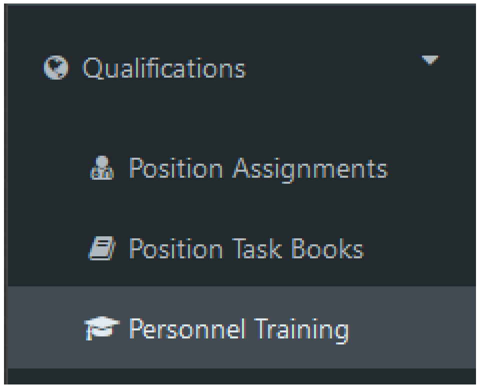
If an individual was erroneously awarded a training course, administrators are able to remove that record from the individual's training history. Removing a training course will remove the credit for the course from the individual's training history as well as any open PTBs issued to them. This action can be performed on the Manage Training Courses page, accessible from their Personnel Details page.

1. On the appropriate individual's Personnel Details page, scroll down to locate the "Training" menu bar. Select ⚙ Manage on the far-right of the Trainings menu bar to navigate to the "Manage Training" page.
2. Locate and select Edit to the left of the appropriate training course. This will open a modal allowing you to edit the training credit information.

3. Locate and select ✖ Remove at the top right of the modal.
4. Select ✔ Update to update the training record and close the modal.
    a. If you need to remove multiple courses, repeat steps 6-8 as many times as necessary.
5. To confirm this removal, select 🖫 Save in the top right of the page.
    a. This will remove the training record entirely from the individual's training record. If this training is listed as a requirement for any open PTBs, it will be marked as incomplete and not count toward overall PTB completion.

Bulk Import Training for Multiple Personnel

1. Log in to Organization Manager.
2. In the dark grey menu on the left-hand side of the page, locate and select the "Qualifications" option to display specific navigation options. Select the "Personnel Training" option to be navigated to a list of all training that has been completed by personnel in your organization.



    a. If you'd like to narrow your search, select ^ on the Filters menu bar to expand and view the Filter options:

    i. You can utilize the “Training Course” dropdown to view all individuals who have completed a specific Training Course.
        1. This search filter contains a list of all the same training courses that can be found on the Network page “All Training Courses.”
    ii. If you’d like to view which of your subordinate organizations have awarded training, you can utilize the “Awarding Organization” dropdown.
    iii. If you’d like to view training awarded to personnel in one of your subordinate organizations, you can narrow the results using the “Personnel Organization” dropdown.
    iv. If you’d like to view training completed only by personnel within your organization, select the “Primary Only?” checkbox.
    v. You can also search through a range of dates to view Effective Dates, Award Dates and/or Expiration Dates of all training completed by personnel within your organization and subordinate organization(s).

3. Locate and select Import in the top right corner of the page. This will navigate you to a page allowing you to import a training file.
4. Locate the Download a sample import file with instructions link and select it to download a formatted Excel sheet.
5. Open the Excel sheet. There are three sheets in the file.

   a. The first sheet, “Data,” has several fields of input which can be filled out to upload training information for multiple individuals – or for one individual with multiple training records.
      i. The Email Address, Training Course Code, and Effective Date are required fields. You can also enter the individual’s First Name, Last Name, and FEMA Student ID to help with data validation during the import, but these fields are not required.
      ii. If you’re uploading a credit for a course that is not within your organization’s training catalog, you must provide an External Training Provider code to ensure the system looks into the correct organization’s training catalog. All External Training Provider codes are listed on the third sheet of the import file.
   b. The second sheet, “Instructions,” provides instructions about which fields are required for successful import.
6. Add all pertinent information and save the file.
7. Return to the Personnel Training Import page and, using the Select File functionality, open a search box and locate the appropriate file.
8. Once you upload the file, the system will validate the data to ensure all information can be verified within the system. You will be able to review the results of this validation on the next screen.
   a. Warnings will be highlighted yellow. You can complete an import with warnings, but all warnings should be reviewed to ensure accuracy prior to final upload.

  i. Each warning will have a corresponding hover-over message providing additional detail.

b. Errors will be highlighted red and must be resolved in order to continue with the final upload.

  i. Each error will have a corresponding hover-over message informing you of the specific error.

  ii. Select 🔍 to the left of the corresponding error to be taken to the Import Record Detail page.

    1. You can correct the field displaying the error by selecting ✏ to the left of the corresponding field.

    2. You can also choose to exclude the detail from the final upload by selecting Exclude.

    3. Once you have made your edit or selected to exclude the information, select 📤 to be navigated back to the Import Results.

c. You are also able to view any errors and/or warnings attached to your data by selecting ⓘ Get Report. This will download an Excel file with three sheets:

  i. The 'Result' sheet will display information about the import, including who uploaded it, the number of records imported, and the number of records with errors and those with warnings.

        ii. The ‘Data’ sheet will list all training records included in the original import and will denote the cells containing data with errors or warnings.
        iii. The ‘Errors | Warnings’ sheet lists all errors and warnings reflected in the data, as well as a numerical count of each.

9. Once all information has been reviewed and any errors have been resolved, select ✓ Commit Import to proceed with the final upload.
    a. If you wish to cancel the import, select ✖ Cancel Import.
        i. You will be prompted with a warning modal asking you to confirm your choice to cancel the import.
            1. If you select ✓ Yes, this will cancel the import and you will be navigated back to the Personnel Training Import page.
            2. If you select ✖ No, no action will be taken.

10. You will be prompted with a warning modal asking you to confirm your choice to commit the import.
    a. If you select ✓ Yes, this will process the import.
        i. Please Note: Depending on the number of entries included in the bulk import, this process may take several minutes. Do not refresh the page while the commit is still processing.

   b. If you select ✖ No , no action will be taken.

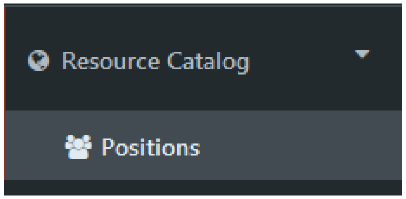
11. Once the final import commit has completed processing, you will be navigated back to the Personnel Import Training page. This indicates a successful commit.
    a. The personnel included in the import will be awarded credit for the specified training courses.
        i. Any open PTBs issued to individuals whose Training records were updated using the Bulk Import functionality will also update with any required Training Courses marked as complete once the final commit has processed.
    b. You will always be able to view previous imports in the Import History table.

Manage Position Training Requirements

Add a Training Requirement to a Position

When organization administrators configure a position, either Local or Published, they are able to add custom training requirements to ensure all personnel issued the corresponding task books meet both national and jurisdictional requirements.

1. Log in to **Organization Manager**.
2. In the dark grey menu on the left-hand side of the page, locate and select the “Resource Catalog” option to display specific navigation options. Select the “Positions” option to be navigated to a list of all Positions in your organization’s Resource Catalog, both configured Published Positions and Local Positions.



3. Select 🔍 to the left of the appropriate Position to be navigated to the corresponding Position Details page.
4. Locate the Position Training menu bar and select ^ to expand and view all Training requirements for the Position.
5. Locate and select ⚙ Manage on the far-right of the menu bar to be navigated to a page titled “Manage Position Trainings.”
6. To add a new Training requirement to a Position, select + Add Training in the top right corner of the page. This will open a modal displaying a list of all Training Courses that can be added as a requirement.
    a. This is the same list as can be found on the Network page “All Training Courses.”
    b. You can utilize the Filters to narrow your search by selecting specific organizations.
7. Select ✓ Select to the left of the appropriate Training Course.
    a. If you need to add multiple courses, you can click ✓ Select to the left of as many Training Courses as necessary.
8. Once you have selected all appropriate Training Courses, select ✓ Submit at the bottom right of the modal to confirm your selections and save the new Position Training requirements.
    a. After you have updated the Position to include the new Training requirements, any PTBs you issue will include the new requirements. No PTBs open prior to the new requirements will include the newly added Training requirements.

Remove a Training Requirement from a Position

After a position has been configured and organizational requirements have been added to a position, administrators are able to remove unnecessary jurisdictional training from those requirements. This action can be performed on the Manage Position Trainings page, accessible from the Position Details page.

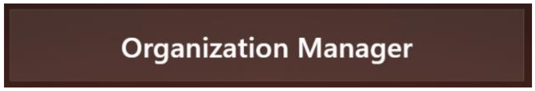
1. On the appropriate Position Details page, locate the "Training" menu bar and select ⚙ Manage on the far-right of the menu to be navigated to the "Manage Position Trainings" page.
2. In the left-hand column, if a Training requirement was added by your organization, you will see ✖ Remove. Select this button to remove the Training requirement.
    a. If a Training requirement was added by your parent organization(s) or established by the organization that initially published the Position, you will be unable to remove that requirement. This helps to develop a recognized standard of qualification at the given Position.
    b. You are able to remove as many Training requirements as necessary, as long as you can see ✖ Remove button in the left-hand column. If you need to remove multiple requirements, repeat Step 6 as many times as many times as necessary.
3. Once you have removed the appropriate Training requirements, select 🖫 Save in the top right corner of the page to confirm the removed requirements.
    a. After you have saved the updated requirements, any PTBs issued will contain only those remaining Training requirements.

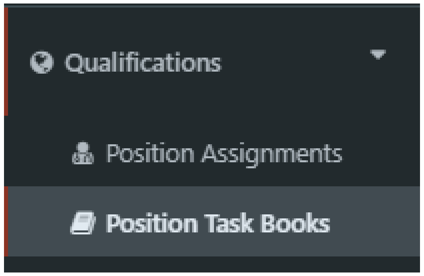
   i. Any PTBs open prior to your updates will not reflect your updated removal.

Manage Training Completion on an Open PTB

Once a PTB has been issued to an individual in OneResponder, administrators are able to update the requirements of that PTB as complete or waived, based on jurisdictional requirements and individual performance. All actions in this section can be performed on the Manage Training page of the Position Task Book Details page.

Award a Training Requirement on an Open PTB

1. Log in to .
2. In the dark grey menu on the left-hand side of the page, locate and select the “Qualifications” option to display specific navigation options. Select the “Positions Task Books” option to be navigated to a list of all PTBs issued to personnel within your organization.



   a. This list includes personnel in your subordinate organization(s), and defaults to those PTBs currently open and in progress.
   b. You can expand the list to display all PTBs, regardless of their Status, as well as can utilize the Primary Only? and Personnel organization dropdown search to narrow your results to a specific organization within your network.

3. Select 🔍 to the left of the appropriate PTB to be navigated to the corresponding PTB Details page.
   a. On this page, you can view all requirements comprising the PTB, the individual's status as having completed the requirements, and any comments, documents, or messages that have been added to the PTB.
4. Scroll down to locate the Trainings menu bar and select ^ to expand and view all Training requirements for the PTB.
   a. Those Training requirements that the individual has completed will be displayed with a Status of "Completed MM/DD/YYYY," wherein the date-stamp represents the date upon which this training became effective.
      i. It is possible for individuals to have completed a training requirement prior to being issued the PTB. If they have completed a Training course, that completion is applied to every PTB the individual is issued until such time as the course's Expiration Date is reached.

   b. Those Training requirements that have not yet been completed will be displayed with a Status of "Incomplete."

5. To award a Training as having been completed, locate and select ⚙ Manage on the far-right of the Training menu bar. this will navigate you to a page titled "Edit Trainings."
6. Select ☐ to the left of the appropriate Training course.
   a. If you need to award multiple Training courses, repeat Step 6 as many times as necessary. If you would prefer to award Training courses one at a time, you can also do that.
7. Once the appropriate Training course(s) are selected, locate and select 👍 Award Selected in the top right of the page. This will open a modal with two fields of input.
   a. The 'Effective Date' defaults to the current date; however, if you need to change the Effective Date, type in the correct date or select from the calendar dropdown.
   b. The 'Comment' field allows you to contextualize your Training award.
      i. Please Note: if you have selected multiple courses to award at once, the contextualizing comment will be the same for all selected courses.
8. Once the contextualizing Comment has been added and you have verified the Effective Date is correct, select ✓ Award at the bottom right of the modal. This will denote the selected course(s) as awarded and will display with a Status of "Awarded: Name," wherein the name will be yours, to indicate the individual who awarded the Training course as complete.

9. After you have made all necessary updates, select Save in the top right corner of the page to confirm your changes. Once the page has saved, this will update the PTB to reflect the new progress toward completion.
    a. Once a Training has been awarded on an individual's PTB, it will also be added as a completed Training in their Personnel Training, and any PTBs they may be working on concurrently or are issued in the future containing this Training as a requirement will indicate that the Training has been completed, until such time as the Expiration Date is reached.
    b. Once you click Save, the PTB information will update not only in the Organization Manager Portal, but also on that individual's Responder Portal, and in the Portal of any PTB Evaluator(s) assigned to the PTB. This helps to maintain full transparency regarding the PTB. For more information, please review the User Guide: The PTB Process.

Waive a Training Requirement on an Open PTB

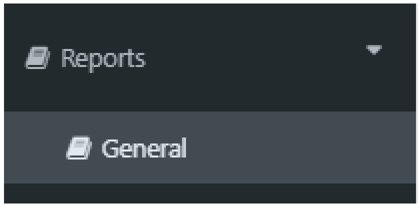
1. On the appropriate Position Task Book Details page, locate the Trainings menu bar and select ⚙ Manage to be navigated to the "Edit Trainings" page.
2. Select ☐ to the left of the appropriate Training course.
    a. If you need to Waive multiple Training courses, repeat Step 6 as many times as necessary. If you would prefer to award Training courses one at a time, you can also do that.
3. Once the appropriate Training course(s) are selected, locate and select ✔ Waive Selected in the top right of the page. This will open a modal with a single field of input.
    a. The 'Comment' field allows to you add a contextualizing comment to the Training waiver.
4. After you've entered a contextualizing Comment, select ✔ Waive at the bottom right of the modal. This will denote the selected Training course(s) as waived and will display with a Status of "Waived."
5. After you have made all necessary updates, select Save in the top right corner of the page to confirm your changes. Once the page has been saved, this will update the PTB to reflect the new progress toward completion.
    a. When a Training has been Waived on an individual's PTB, it is only waived for that particular PTB. if the individual is subsequently issued another PTB which contains the previously Waived Training requirement, they will still be required to complete it for the second PTB.

b. Once you click Save, the PTB information will update not only in the Organization Manager Portal, but also on that individuals' Responder Portal, and in the Portal of any PTB Evaluator(s) assigned to the PTB. this helps to maintain full transparency regarding with the PTB. For more information, please review the User Guide: The PTB Process.

Running a Training Needs Report

Organization Managers can utilize the Reporting functionality to quickly identify all currently unmet Training requirements that exist for Personnel within their organization.

1. Log in to Organization Manager.
2. In the dark grey menu on the left-hand side of the page, locate and select the "Reports" option to display specific navigation options. Select the "General" option to be navigated to a selection page listing all reports that can be run in the system.



3. Select the Training Needs hyperlink to be navigated to the Training Needs report generation page.

4. You can utilize the Filters to define the parameters by which you would like to run the report. If no Filter parameters are selected, the report will general a list of all unmet training requirements for personnel within your organization.
    a. The ‘Category’ filter allows you to narrow the results to include only those trainings required by Personnel with an open PTB that is contained within the specified Categories.
    b. The ‘Position’ filter allows you to further narrow the report to include only those trainings required by personnel with an open PTB for a specific Position Group, such as Communications Unit Leader, contained within the selected Categories.
    c. The Position Level filter allows you to search for all unmet training courses required for open PTBs of a specific Position, such as Communications Unit Leader – Type 3.
    d. All filter selections are multi-select, allowing you to choose as many options as necessary to run the report that best identifies your organization’s Training needs.
5. Once you have defined all necessary parameters using the filters, select Run Report. This will download a generated report in an Excel format containing four sheets:
    a. The “Report Criteria” sheet displays the general information about the report, including the date it was run, the organization for which it was run, and any filter parameters established to define the report.
    b. The “Personnel Training Needs” sheet lists all personnel who have unmet Training requirements

under the defined parameters. It will also list the unmet Training requirement(s), the individual's email address, and, if they have added it to their account, their FEMA SID.

c. The "Total Training Needs" sheet list all Training courses for which at least one unmet requirement has been identified, as well as a count of the number of personnel who hold each unmet Training requirement.
d. The "Personnel List" sheet lists all personnel who have been identified as having at least one unmet Training requirement under the defined parameters of the report.

For more information about the Training Needs Report, please review our Job Aid: Training Needs Report.